

# NORTHEAST STATE COMMUNITY COLLEGE

## COURSE SYLLABUS

**COURSE NAME:** College and Lifelong Learning

**CREDIT HOURS:** 3\*

\*Northeast State Community College Catalog – [General Information](#).

**CATALOG DESCRIPTION:** College and Lifelong Learning is designed to empower the student with knowledge, skills, and resources to set and maintain realistic goals for college and lifelong success. The course focuses on the development of academic learning and critical thinking skills and the use of campus and other resources to enhance learning and connection. Additionally, the course provides the student with opportunities for self-assessment and development, career exploration, and education in personal finance. Course does not satisfy TBR/Northeast State's General Education Core.

**PREREQUISITES:** None

**COREQUISITES:** None

**REQUIRED TEXT & MATERIALS:** College Success e-Text Link and Tuesdays with Morrie [Mitch Albom]  
Both materials are provided free in D2L.

**TEXT:** College Success Text

**OTHER:** Tuesdays with Morrie or Instructor Choice in Themed Course.

Additional resources required: Mobile Device or Laptop Computer.

### **LIBRARY LEARNING RESOURCES:**

Students are encouraged to familiarize themselves with the library and other learning/information resources and services. In addition to traditional books and periodicals, the library provides access to eBooks, online research databases, and other online resources in a variety of subject areas. Reference librarians are available for individual research assistance in person, by telephone, email, text message, or online chat on the library's website. Visit [Northeast State's Library](#) for more information.

**INSTRUCTIONAL METHODS:** Discussion/recitation, skill/activity, lecture, and multi-media.

**EVALUATION METHODS:** Students are evaluated based upon their performance on the following.

<b>Graded Activity</b>	<b>Percent of Total Grade</b>
Attendance/Participation	10% for a total of 100 points
Academic Success Strategies	20% for a total of 200 points
Education and Career Planning	20% for a total of 200 points
Financial Literacy	15% for a total of 150 points
Wellness and Diversity	10% for a total of 100 points
Engage and Explore Presentation/Common Reader	15% for a total of 150 points

Final Exam	10% for a total of 100 points
<b>Total</b>	<b>100% for a total of 1000 points</b>

**GRADING SCALE:**

- 100.00% – 90.00% = A
- 89.99% – 80.00% = B
- 79.99% – 70.00% = C
- 69.99% – lower = F

**COURSE OBJECTIVES:** Upon successful completion of this course, the student should be able to:

**Unit I Academic Success Strategies**

1. Use effective critical thinking, problem solving, study and coping skills to ensure academic learning success.
2. Develop and formulate a growth mindset that leads to college, career, and lifelong learning.
3. Identify life goals and develop concrete strategies for reaching them.
4. Acquire practical time management skills needed for scheduling, planning, and prioritizing.
5. Identify and access effective brain-based learning strategies for studying, note taking and test taking.
6. Improve research skills by learning to use the library efficiently.

**Unit II Education and Career Planning**

1. Effectively assess interests, skills, values, and personality to understand how they relate to the world of work and personal friendships.
2. Plan effectively for education, career, and life.
3. Develop an academic plan.
4. Demonstrate ability to research a career.
5. Understand principles for building effective resumes and cover letters.
6. Understand how to prepare for a job interview.

**Unit III Financial Literacy**

1. Use sound principles that include saving, budgeting, and using credit responsibly.
2. Utilize financial principles to guide one to personal financial freedom and success.

**Unit IV Wellness and Diversity**

1. Discuss the aspects of wellness.
2. Understand the importance of self-care including good nutrition, exercise and sleep.
3. Understand the risk of using alcohol and drugs to relieve stress.
4. Learn healthy ways to cope with stress and build resiliency.
5. Explain the common causes of anxiety, depression, and other negative emotions in college-age people and the factors that can help achieve or maintain emotional balance.
6. Develop an awareness of the risk factors and warning signs for suicide and resources available to students who need suicide prevention services.
7. Have an awareness of how to identify and respond to sexual assault situations on campus, in the workplace, and at home.

**Unit V Engage and Explore Northeast State and Common Reader**

1. Encourage first-year college students to actively participate in the college community through events and activities.
2. Familiarize students with the available academic and personal resources provided by the college.
3. Facilitate connections among students to build a supportive peer network.
4. Encourage students to explore personal interests by joining clubs and extracurricular activities.
5. Foster a sense of belonging within the college campus to enhance overall well-being and academic success.
6. Apply strategies from the common reader to approach diversity, navigate challenges, and promote mental well-being.
7. Apply the common reader to living intentionally, making deliberate choices that align with personal values and aspirations that foster a meaningful and fulfilling college experience.

**COURSE CONTENT:** The course content will be covered in the following units, although instructors may rearrange the order in which the units are taught. All content is required to be covered.

### **Unit I Academic Success Strategies**

1. Module 1 Academic Mindset
2. Module 2 Goal Setting
3. Module 3 Learning Strategies/Library

### **Unit II Education and Career Planning**

1. Module 1 Self-Assessment
2. Module 2 Academic Planning
3. Module 3 Career Exploration

### **Unit III Financial Literacy**

1. Module 1 Personal Finance

### **Unit IV Wellness and Diversity**

1. Module 1 Wellness
2. Module 2 Diversity

### **Unit V Engage and Explore Northeast State/Common Reader**

1. Module 1 Engage and Explore Northeast State
2. Module 2 Common Reader

### **INSTITUTIONAL POLICY STATEMENTS:**

- **Classroom Management Policy:** The instructor has the primary responsibility for maintenance of academic integrity and controlling classroom behavior and can order the temporary removal or exclusion from the classroom of any student engaged in disruptive conduct or conduct that violates the general policies of the institution for each class session during which the conduct occurs. Extended or permanent exclusion from the classroom, beyond the session in which the conduct occurred, or further disciplinary action can be affected only through appropriate procedures of the institution.

Disruptive behavior in the classroom may be defined as, but is not limited to, behavior that obstructs or disrupts the learning environment (e.g., offensive language, harassment of students and professors,

repeated outbursts from a student which disrupt the flow of instruction or prevent concentration on the subject taught, failure to cooperate in maintaining classroom decorum, etc.), text messaging, and the continued use of any electronic or other noise or light-emitting device which disturbs others (e.g., disturbing noises from beepers, cell phones, palm pilots, lap-top computers, games, etc.). Classroom misconduct includes other conduct prohibited in handbooks for specific programs of study.

Please refer to Northeast State's [Student Handbook](#) for more information.

Northeast State Community College strives to maintain an environment that is free of intimidation and encourages the education of students to their fullest extent. Therefore, the College will not tolerate acts or threats of acts of sexual assault, physical assault, or any type of violence. Please refer to [Be Safe](#) for more information on campus safety programs.

- **Academic Misconduct Statement:** Plagiarism, cheating, and other forms of academic dishonesty are prohibited. Please refer to the [Academic, Non-Academic and Classroom Misconduct](#) policy for more information.
- **Accommodations for Students with Disabilities Statement:** In order for the College to make reasonable accommodations for students with documented or temporary disabilities, the student must contact [Accessibility Services](#). Students who have been approved to receive reasonable accommodations will present a Faculty Accommodation Form to each instructor during the first week of classes. Accommodations include but are not limited to, the following: extended time on tests, alternative test location, interpreter services, and adaptive software. Students must request accommodations for each semester. Testing accommodations must be arranged with each instructor and Accessibility Services prior to the scheduled test date. *No accommodations will be provided without approval from Accessibility Services.*
- **Statement of Policy Regarding Children on Campus:** Please refer to the [Program for Minors on Campus](#) policy for more information.
- **General Attendance Statement:** Students are expected to follow the [Attendance Regulations](#) as described by the institution or instructor.
- **Emergency Evacuation Statement:** In case of any building evacuation, students are to proceed under the direction of their instructor to the nearest exit in an orderly manner. The nearest exit for this classroom location is \_\_\_\_\_. To ensure your safety, everyone will move to \_\_\_\_\_ (each instructor is to identify the nearest exit for each classroom and the designated safe area). No one is allowed to re-enter the building until official notification is given.
- **Technology Statements**
  - **Computer Resources and Communication**
    - All users of technology resources owned, managed, or supported by Northeast State Community College are subject to the [Computer Resources Guidelines](#) published in the Student Handbook including those related to copyright laws. By using these resources, you agree to abide by these policies. Failure to do so may result in access restrictions, up to and including termination of computer access.
    - To ensure student authentication, access to and completion of online learning materials will be maintained through D2L.
    - To ensure communication is being made with the enrolled student, confidential course-specific communication between instructor and student will be completed via D2L or Northeast State student email.

- Minimum Device Requirements
  - Students will need access to a personal device meeting the following minimum capabilities. Academic Departments will determine utilization in the classroom and may require additional capabilities. Any additional program and/or division-specific requirements will be outlined on course syllabi as well as available through the division office.
    - The device must have wi-fi capabilities.
    - The device must be able to access the NeSCC network including all websites and the Student Service Portal for registration, library services, etc.
    - The device must be able to access the current LMS (D2L-BrightSpace) in which students may access their course work, upload and download from the LMS, and send and receive emails within the LMS.
    - The device must be able to access and operate the Chrome browser in order to access 'web-based eTextbooks, videos, apps, and other digital content.
    - The device must be able to operate a word-processing program.
    - The device must have a camera.
    - The device must have audio and earphone features and capabilities.
    - The device must be able to perform such functions as displaying eTextbooks, sending and receiving emails outside of the LMS, composing/writing papers, etc.

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